



Student Scholarship Application Checklist

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To apply for a NYSATA scholarship you will need complete each item below. Place all of your materials in a folder that you can share through a Google Drive or Drop Box account. When all your materials are complete, e-mail your teacher the link to your shared digital folder. Your teacher must submit your application online at www.nysata.org/student-scholarships by the June 1 deadline. Incomplete or late applications will not be considered for a scholarship award.

- Shareable Digital Folder**—Create a shareable digital folder containing all of your application materials, either through Dropbox or Google Drive (see tutorial provided if you need help). Be sure sharing permissions are set correctly to share with those outside your school organization.
- Images of Artwork**—Include a maximum of 15 images of your best artwork in any media. Images should be JPEG files (.jpg) with a minimum resolution of 72 DPI and a maximum file size of 3 MB. Crop out unnecessary borders or background. Recommended image size is approximately 550 x750 pixels (approximately 7”x10” at 72 DPI). Video files are also accepted for media arts work (.mp4 or .mov). Name files as follows: student last name, submission number (1-15), and first few words of the title, as in the following example: *Rodrigues_01_When Pigs Fly.jpg*
- Image Inventory Form**—Complete the Image Inventory Form and save it as a .pdf file. The inventory list should be numbered in the same order as your digital images and indicate title, size, and medium for each work. Format your file name as *LastName_Inventory.pdf*.
- Scholarship Application Form**—Fill out the Scholarship Application form and save it in your shareable folder. Format your file name as *LastName_Application.pdf*.
- Image/Information Release Form**—If you are a scholarship winner, NYSATA reserves the right to use your name and images of your work for display and publicity purposes. NYSATA will not sell or try to profit from your work. Print and sign (if you are 18) or have a parent/guardian sign (if you are under 18), then save the form as a .pdf (scan) or .jpg (photo) file. Format your file name as *LastName_ImageRelease.pdf*.
- Essay**—Type a one-page essay in which you describe yourself and your interest in art. Save it as a .pdf file. Format your file name as *LastName_Essay.pdf*.
- College Acceptance Letter**—Scan or photograph a copy of a letter of acceptance from a college or art school. Save as .pdf (scan) or .jpg (photo). Format your file name as *LastName_CollegeLetter.pdf*.
- Two Letters of Recommendation**—Two letters of recommendation from teachers, a principal, guidance counselor, etc. are required. At least one letter should be from an art teacher. Letters without a signature should contain the writer’s email address so they can be verified as authentic. The letters should be saved as .pdf files (if original or scanned) or .jpg files (if photographed). Format your file names as *StudentLastName_Reference1* and *StudentLastName_Reference2*. Alternatively, your letter writers may email letters directly to scholarships@nysata.org before the June 1 deadline.
- High School Transcript**—Obtain an unofficial high school transcript from your guidance counselor. Save as .pdf (digital file or scan) or .jpg (photo). Format your file name as *LastName_Transcript*. Alternatively, your guidance counselor can email your transcript to scholarships@nysata.org before the June 1 deadline.
- Submit**—Give your art teacher your email address and the link to your Shared Digital Folder. Teachers will need to log in with their current NYSATA member ID and password to the submission form at www.nysata.org/student-scholarships and submit the link to your shared folder by the June 1 deadline.